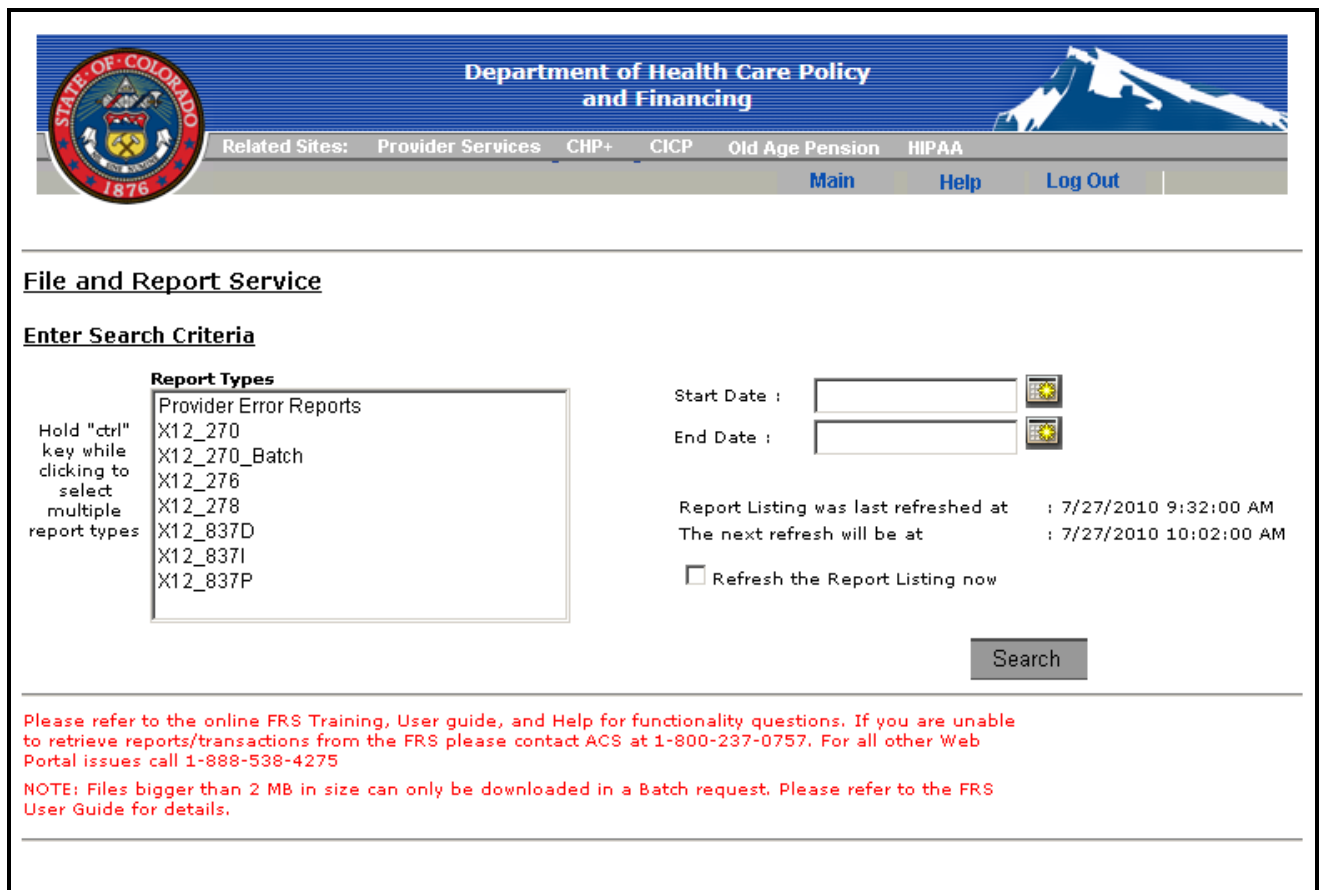# Colorado Medical Assistance Program Web Portal

File and Report Service (FRS) User Guide

The File and Report Service (FRS) provides the functionality to download and view reports. After conducting a search, a report listing will appear and a specific report may be viewed or downloaded to your computer. Depending on the size of the report to be viewed or downloaded, it may take several minutes for the report to display or transfer to your computer.

How to Search for Reports

1. Select **View/Download Reports** under **File and Report Services** in the **Main Menu** on the main screen of the Web Portal**.**
2. A report search screen will display (Figure 1). There are a variety of ways to select/search for reports.
   - **Report Types** – A **Report Type** does not need to be selected in order to initiate a search; however, selecting a **Report Type** will narrow the search results. More than one **Report Type** may be searched for at the same time by holding down the **Ctrl** key and clicking on all **Report Types** desired. To deselect a **Report Type**, hold down the **Ctrl** key and click on the report to remove the selection highlight. For a description of each available **Report Types**, click here.

Figure 1 – FRS main screen

- **Date Range** – A date specification is not required for conducting a search. When a date range is not specified, all available reports for the **Report Types** selected will be listed for viewing or downloading. A single date or date range may be entered either by directly keying the date in the format **mm/dd/yyyy** or selecting the **Calendar** button (Figure 2) to the right of the date entry box. Click on the desired date or change the month by clicking on either the **<** or **>** to navigate to the month desired. The **<** and **>** also navigate to different years.

Figure 2 – Calendar button

3. Click on the **Search** button to obtain a **Report Listing**.

4. A **Report Listing** (Figure 3) will appear with reports and files meeting the search criteria. When there are no available reports that match the selected report types or date interval, a message will display indicating that no files or reports matched the search criteria. The **Report Types** or dates may be changed until a **Report Listing** is displayed.

Figure 3 – Report Listing using search criteria

5. Click on the **Refresh** check box and click on the **Search** button to refresh the **Report Listing** if the desired report does not display. It is possible that a new report may be issued while you are viewing the **Report Listing**. Once refreshed, the most current information is displayed.
6. The **Report Listing** will display the report **Type**, **File Name**, **Date** generated, and **Size** of the report in bytes.

How to View and Download Reports

The FRS function allows you to view and download reports. In the view mode, a single report is displayed and can be printed directly from the formatted display. You can download an individual report immediately if the **Download** link is enabled. Multiple files may be downloaded at the same time by clicking the **Batch Download** button at the bottom of the **Report Listing**.

To View a Report

1. Click on the **View** link. Depending on the report size, it may take several minutes for the report to appear.
   - **Note:** for the Colorado 271 (Batch Eligibility responses), the **View** column may contain two view links: **View X12** and **View Formatted** (Figure 3 above). The **View X12** link will display the Eligibility Response in a machine-readable format, whereas, the **View Formatted** link will display the Eligibility Response in the same manner as the single formatted Eligibility Response. The results displayed from the **View Formatted** link may be printed by using the **Print** button located on the screen. The **Download** link for the Eligibility Response is only available in the X12 format.
2. In the View mode, the report may be printed. Click on the **Print** button (Figure 4) to open the printer dialog box so that the appropriate printer may be chosen. Reports can be lengthy so use caution when deciding to print a report.
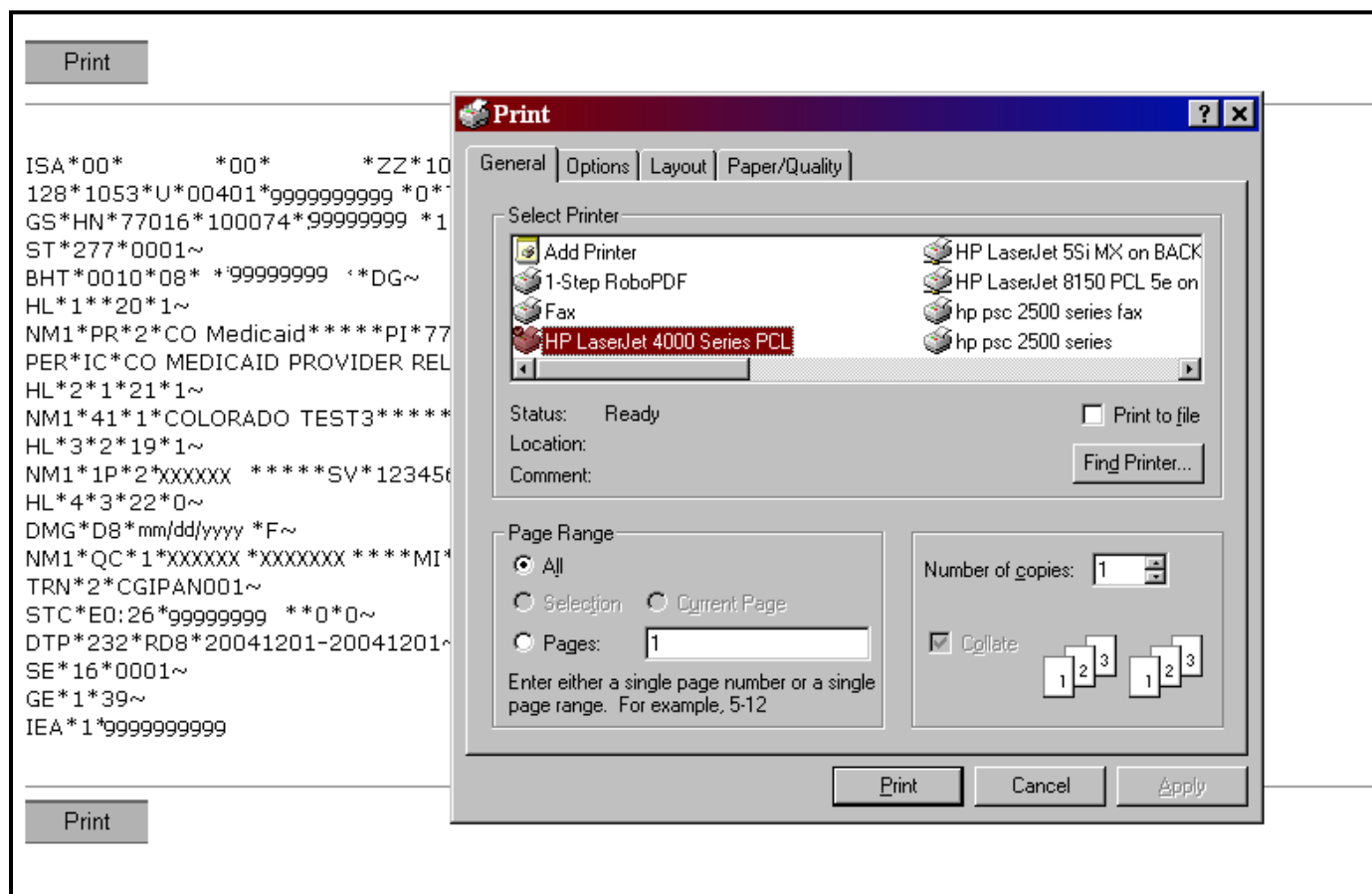
Figure 4 – Print Dialog box in a viewed report

To Download a Single Report

1. Click on the **Download** link for the report needed. If the **Download** link is not enabled, you will need to download the report using the Batch Download option.
2. A dialog box (Figure 5) will display to provide the option to save the report and to specify the directory and filename where the report should be saved on the local workstation.
3. Click **Save** to transfer the file to the local workstation. A large report may take a minute or more to download.
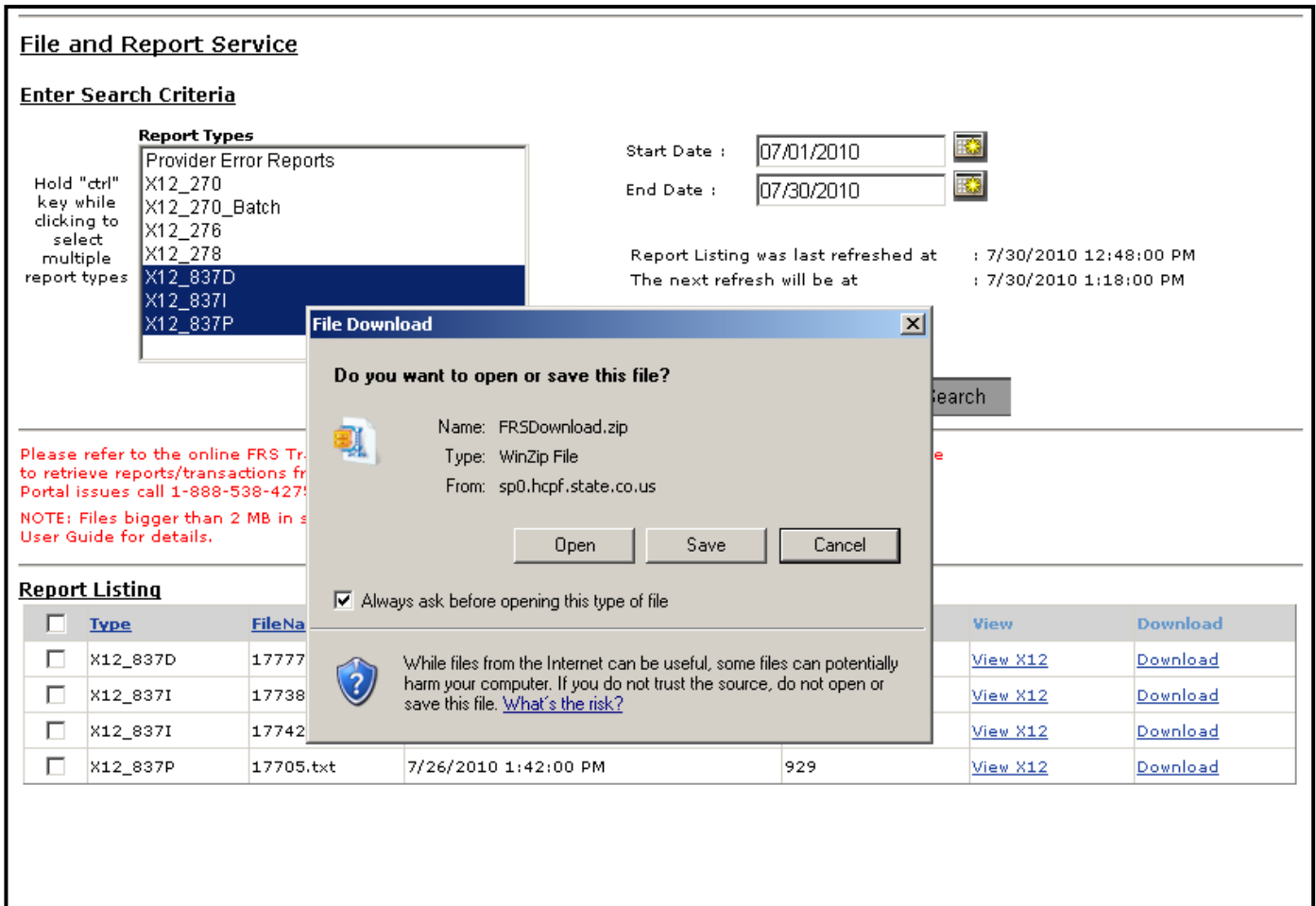
Figure 5 – Download Save As dialog box

To Batch Download Reports

1. Click on the check box located in the first column of the **Report Listing** for each report to be downloaded (Figure 6). You can batch download a single report or several reports in a batch request. Clicking on the header line check box will select all reports. Clicking on it again will deselect all the reports.

Figure 6 – Check Boxes checked for Batch Download

2. Click on the **Batch Download** button at the bottom of the screen.

3. A confirmation message will appear to confirm that the batch download request has been received (Figure 7). FRS Batch Downloads run at regular intervals daily. Actual processing times may vary depending on system availability.

File and Report Service

Enter Search Criteria

Report Types

Hold "ctrl" key while clicking to select multiple report types

Report Types
Provider Error Reports
X12_270
X12_270_Batch
X12_276
X12_278
X12_837D
X12_837I
X12_837P

Start Date : 07/01/2010

End Date : 07/30/2010

Report Listing was last refreshed at : 7/30/2010 12:48:00 PM
The next refresh will be at : 7/30/2010 1:18:00 PM

☐ Refresh the Report Listing now

Search

Please refer to the online FRS Training, User guide, and Help for functionality questions. If you are unable to retrieve reports/transactions from the FRS please contact ACS at 1-800-237-0757. For all other Web Portal issues call 1-888-538-4275

NOTE: Files bigger than 2 MB in size can only be downloaded in a Batch request. Please refer to the FRS User Guide for details.

Report Listing

☐	Type	FileName	Date	Size(Bytes)	View	Download
☐	X12_837D	17777.txt	7/26/2010 12:56:00 PM	773	View X12	Download
☐	X12_837I	17738.txt	7/26/2010 1:54:00 PM	1,018	View X12	Download
☐	X12_837I	17742.txt	7/26/2010 2:06:00 PM	1,009	View X12	Download
☐	X12_837P	17705.txt	7/26/2010 1:42:00 PM	929	View X12	Download

Batch Download

Request for Batch Download is initiated. Please view the status on the Download Batch Report page.

Figure 7 – Batch Download confirmation message at the bottom of the screen

4. Click on **Download Batch Reports** under **File and Report Services** in the **Main Menu** on the main screen of the Web Portal.

5. A **Status** column appears next to each batch request (Figure 8). A **Status** of **New** indicates that the batch is not ready for downloading. A **Status** of **Ready** indicates that the batch request has been completed. If the request **Status** is **Ready**, the **Request ID** will be shown as a link. The requested files will be available for download as a single compressed (.zip) file.

FRS Batch Download Request Listing

Request ID	Requested Date	Status
7	2/7/2005 8:49:00 AM	New
43	2/17/2005 11:00:00 AM	Ready

Reports are available for 5 days.

Figure 8 – Download Batch Reports screen

6. To begin the download to the local workstation, click on the link in the **Request ID** column. A dialog box will appear.
7. You can either open the file or specify the folder and filename where the file should be saved on the local workstation.
8. To open the download file, click on **Open**. WinZip will open with the file names listed. You can double click on any report to view it on the screen. When the report is viewed on the screen, it may be printed by using the **File**, **Print** commands from the menu bar.
9. To download the WinZip file, choose **Save** from the dialog box. A large batch may take several minutes to transfer.
10. To return to the **Main Menu**, click on **Main** at the top of the screen.

FRSUserGuide.pdf
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